

## **Step-by-Step Guidance**

# **GHG Emissions Reporting Using the California ARB On-Line Reporting Tool**

## **Power Entities**

**Retail Providers, Marketers,  
Asset Owning and Controlling Suppliers  
In the Electricity Sector**

**March 25, 2009**

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## \*\*\* Power Entities \*\*\*

### Step-by-Step Guidance for GHG Emissions Reporting Using the California ARB On-Line Reporting Tool

This guidance was prepared to provide electric power entities with step-by-step instructions for reporting their entity level fugitive SF<sub>6</sub> emissions and other non emissions information using the on-line reporting tool developed by the California Air Resources Board (ARB). Power entities include California-only retail providers, multi-jurisdictional retail providers, marketers who import or export power across California's borders, California Department of Water Resources (DWR), the Western Area Power Administration (WAPA) and asset owning/controlling suppliers of electric power who meet certain clean power criteria (voluntary reporters).

Some power entities are required to report greenhouse gas emissions and other data for generating facilities they operate; however, entities should begin with the instructions provided in this document before referring to facility level instructions.

For detailed information on the requirements for mandatory reporting of greenhouse gases, please refer to the GHG Reporting website at <http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep.htm>. From this site you have access to the [Final Regulation Text](#), [Instructional Guidance](#), and the [Reporting Tool](#). The Final Regulation Text provides the full text of the GHG mandatory reporting regulation. The Instructional Guidance provides detailed, readable explanations of the regulation. Electric sector reporters should be familiar with [Chapters 1-6](#) that describe the overall requirements of the regulation, [Chapter 8](#) written specifically to clarify reporting requirements for power entities and operators of generating facilities, and [Chapter 9](#) written for operators of cogeneration facilities.

From the Reporting Tool link you have access to the on-line reporting tool as well as user guidelines. We recommend reviewing the brief [Reporting Tool Primer](#). Because the design and approach used within the tool may be unfamiliar to some, the Primer will give a good orientation to the overall use of the tool, and may help simplify the reporting process. The [Reporting Tool Users Guide](#) provides more detailed instructions for using the tool.

Finally, the website provides instructions customized for electric sector reporters including the [Electric Power Sector Users](#) notes with abbreviated notes for electric sector reporters and the [Electric Generating and Cogeneration Facilities Step-by-Step Guidance for Emissions Reporting Using the California ARB On-Line Reporting Tool](#) with detailed instructions on reporting data for individual generating facilities and generating units.

### Overview of Reporting for Power Entities

The reporting requirements vary by entity type. You should review the reporting requirements to determine what data you must report. Chapter 8 in the [Instructional Guidance](#) will help you. In particular, the Data Dictionary in Table 8.2 identifies the data you need to report in addition to power transactions. Chapter 8 also explains the power transactions you need to report by entity type and provides case by case examples at the end of the chapter.

The Reporting Tool enables power entities that do not operate generating facilities to report all their data at the entity level. This includes entity wide fugitive SF6 emissions, aggregated annual power transactions data, and certain non emissions data for renewable resources and facilities you fully or partially own. Power entities that also need to report data for facilities they operate are able to “associate” those facilities with their entity and then report data for each facility individually.

Reporting requirements vary depending on whether you operate a facility or only own the facility but don’t operate it. Most entities are required to report greenhouse gas emissions for facilities they operate that utilize fossil fuels, biomass-derived fuels, and geothermal energy. Most entities are also required to report certain non emissions data for facilities they operate or have ownership in. As shown in the table below, **the locations for entering data can vary within the Reporting Tool depending on your relationship to the facility.**

Facility Type and Relationship	Data	Where to Report Data
Facilities You Operate (i.e., Fossil Fueled, Biomass-Derived, Waste-Derived, Geothermal)	Nameplate Generating Capacity, Net Generation, GHG Emissions, HHV and Carbon Content, Fuel Consumption, Steam, Site-Specific Emission Factors, Cogeneration Data, Wholesale Direct Exports	<b>Facility or Unit Level:</b> Facility and Unit Details, Emissions and Fuels Submissions at Facility or Unit Levels, Energy & Production Submissions at the Facility or Unit Levels. <i>(Details discussed in <a href="#">Electric Generating and Cogeneration Facilities Step-by-Step Guidance for Emissions Reporting Using the California ARB on-Line Reporting Tool.</a>)</i>

All Facilities You Fully or Partially Own	Ownership Share Fractions	<b>Entity Level:</b> Downloadable <u>Power Transactions Template</u> (customized to entity type) - Upload completed template data directly into Reporting Tool ( <i>Details in Step 7</i> )
Hydro-Nuclear-Solar-Wind You Operate	Nameplate Generating Capacity, Net Generation	<b>Entity Level:</b> Downloadable <u>Template Operated Hydro-Nuclear-Solar-Wind Facilities and Facilities Owned Not Operated</u> - Complete Sheet named, "Hydro-Nucl-Solar-Wind," for facilities you operate. Attach completed template as Supporting Document (appears in Document Grid) ( <i>Details in Step 8</i> )
Subset of Facilities You Own, but DO NOT Operate	Net Generation	<b>Entity Level:</b> Downloadable <u>Template Operated Hydro-Nuclear-Solar-Wind Facilities and Facilities Owned Not Operated</u> - Complete Sheet named, "Net Gen for Owned NOT Operated." Attach completed template as Supporting Document (appears in Document Grid) ( <i>Details in Step 8</i> )

The next table shows where you report other entity level data that is not dependent on your relationships to generating facilities.

Data	Where to Report Data
Entity Wide Fugitive SF6 from Equipment, Transmission and Distribution Systems, Substations, and Circuit Breakers located inside California that you are responsible for maintaining.	<b>Entity Level:</b> Emissions and Fuels Submissions at Entity Level ( <i>Details in Steps 5 and 6</i> )
Aggregated Annual Power Transactions	<b>Entity Level:</b> Downloadable <u>Power Transactions Template</u> (customized to entity type) - Upload completed template data directly into Reporting Tool ( <i>Details in Step 7</i> )

You can use the tables above and the list of steps below to help you track your progress while using the Reporting Tool.

- Step 1 Preparing for Reporting
- Step 2 Entity Registration
- Step 3 Entity Information
- Step 4 Facility Information (for Facilities You Operate and Report Emissions)
- Step 5 Setting Up Emitting Activity for Reporting Entity Level SF6
- Step 6 Reporting Fugitive SF6 Emissions for Entity Emitting Activities
- Step 7 Reporting Power Transactions Using the Power Transactions Template
- Step 8 Reporting Non-Emissions Data for Operated Hydro-Nuclear-Solar-Wind Facilities and Facilities Owned Not Operated
- Step 9 Power Used by DWR
- Step 10 Operators of Electric Generating Facilities
- Step 11 Quality Assurance Checks and Prepare for Certification
- Step 12 More Information Template Terminology

<b>Step 1</b> <b>Preparing for Reporting</b>
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If you believe you are subject to reporting and did not receive an initial ARB ID and Access code, it is your responsibility to contact ARB at [ghgreport@arb.ca.gov](mailto:ghgreport@arb.ca.gov) to request access to the Reporting Tool. It will be helpful to collect and organize the information needed for reporting in advance. You will be able to log in and return to the tool to complete reporting as needed, so all information does not need to be collected or entered in one session. The tool does not have an integrated tracking or "completion" wizard to let you know where you are in the reporting process. Therefore, it will be important to track where you are in the reporting process to ensure that all required data are ultimately submitted. You can access the training site while you are becoming with the Reporting Tool and later access use the production site when you are ready to officially report your data.

#### Information to Gather for Reporting

Below is a list of steps to take to prepare for reporting.

#### Power Entities

- a. Download a customized 'Instructional Version' template for reporting power transactions for your entity type at <http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep-power/ghg-rep->

*Power Entities*  
*GHG Reporting Tool*

- [power.htm](#). The templates will help you determine how to aggregate power transactions data. Depending on the type of entity you are, the template enables you to report imports to California, exports from California, power wheeled through California, in-state wholesale power purchases and sales, native load designations, null power, stipulations related to nuclear and hydroelectric facilities over 30 MW, ownership share for facilities fully or partially owned, information on sales from facilities greater than 1,100 lbs of CO<sub>2</sub> per MWh (optional), retail sales, renewable energy programs (optional), and electrification sales (optional). You will learn how to download the most recent version of your template directly from the Reporting Tool in Step 7 (7.1 through 7.8). Always use the most recent version of your template before uploading data into the Reporting Tool.
- b. Download the Excel spreadsheet called Operated Hydro-Nuclear-Solar-Wind Facilities and Facilities Owned Not Operated (for retail providers and DWR only) for reporting net generation for owned/not operated facilities and also information on hydro, nuclear, solar, and wind facilities operated by retail providers or DWR. This spreadsheet shows you additional non-emissions information you need to report if applicable to your entity. The spreadsheet can also be downloaded directly from the Reporting Tool. Step 8 (8.1) tells you how to do it.
  - c. Gather SF6 inventory information. See Chapter 8 of the Instructional Guidance for more information on data needed to calculate SF6 emissions.

#### Additional for Entities that Operate Generating Facilities/Units Reporting Emissions

- a. Prepare a list of all stationary combustion equipment that is subject to reporting. The regulation allows for reporting for each individual emitting equipment type or consolidating all stationary equipment into one category.
- b. Prepare list of all generating units. The regulation allows reporting for each individual unit or by aggregated units if the facility lacks the necessary metering or monitoring equipment to measure data individually for each generating unit. Aggregated units are treated as a single generating unit in the Reporting Tool.
- c. Gather facility annual fuel usage records for each fuel type consumed by stationary combustion and any applicable fuel analysis information.
- d. Compile fuel use information at the last point of metering for those devices in which fuel use is individually metered. Typically, the generating unit level will be the lowest level of metering but you may have other boilers, etc. with separate metering. You may report

- emissions at an aggregated or facility level; however, fuel use must be reported to the lowest level of metering.
- e. Gather information on electricity production and, for cogeneration, also thermal energy production.
  - f. Refer to the Electric Generating and Cogeneration Facilities Step-by-Step Guidance for Emissions Reporting Using the California ARB On-Line Reporting Tool for additional details on how to prepare to report on your electric generating or cogeneration facilities.

## Step 2 Entity Registration

- 2.1 Navigate to the Reporting Tool website from:  
<http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep.htm>. From here there are links to the reporting tool.
- 2.2 Register Your Entity. If you have not already done so, follow the steps in Section 4.1 of the Reporting Tool Users Guide to register your entity using the ARB ID and Access Code mailed to you by ARB. During registration you will input basic entity and contact information, and create a self-defined User ID and password for accessing the reporting system.

**Important Note:** The first person to register in the Reporting Tool becomes an Entity Manager. On final completion of your reporting, the Entity Manager may certify the entity level data for submittal to ARB. The Reporting Tool allows up to two people to be designated as Entity Managers.

## Step 3 Entity Information

- 3.1 Entity Details. Once your entity is registered and your personal account is set up, you will verify and update basic entity level information under the Entity Details tab. Section 4.1.1 of the Users Guide describes how to verify or modify descriptive information about your entity. Correct any preloaded data as needed.
- 3.2 Assigning Primary and Secondary Sector for Reporting. The Entity Details tab requires you enter the Primary Reporting Sector and Secondary Reporting Sectors (if any). The Reporting Tool may include



a preloaded designation for the Primary Reporting Sector. Please verify that this designation is correct and modify as needed to represent the reporting sector you are reporting under. Primary sectors for power entities include marketers, non-multijurisdictional retail providers, multijurisdictional retail providers, asset owning/controlling suppliers, and DWR. Almost no reporting entity will have a secondary entity sector. You should leave the secondary sector entry blank. Use 'Control-left click' to de-select a highlighted secondary sector.

- 3.3 Setting Confidential Data Flag. Please note: At the bottom of the facility details page is a check box for "Preferred Confidential." By checking this box, you are indicating that some of the information you are providing to ARB may be considered trade secret and protected under existing California statute. If there is a public request for any of this information, ARB will follow Public Records Act request procedures before sharing with a third party.
- 3.4 Provide Addresses. Use the Addresses tab to provide the mailing addresses associated with your entity. Select the button for an address you wish to edit or go to the bottom of the page and click on the add button to add an address. You may also provide a physical address if it makes sense for your entity; however, a mailing address is sufficient. Click the save button at the bottom of the screen to ensure that your entries are retained. Click the 'back' button to return to the main pages.
- 3.5 Assign Entity Contacts. As the first person to register the entity, you are by default an entity manager. This tab allows you to add other users. You can add another entity manager as well as subordinate staff or consultants as entity reporters. Entity reporters do not have the ability to certify the data. Section 4.2.3 has more details on how to add additional entity contacts and how to end contact relationships with the facility, if needed. The Reporting Tool [Primer](#) and [Users Guide](#) further discuss relationships within the tool.

Once you enter the initial information for a new entity contact, the Reporting Tool will email that contact a link and additional information about how to access the tool and complete their personal account information.

- 3.6 Adding Entity Documents. The regulation requires supplemental information about your parent company or related companies (see section 95104(a)(8) of the [Regulation](#)). This information can be developed in a spreadsheet or other type of document and uploaded

into the Reporting Tool. The Users Guide provides instructions on how to add entity documents to the Reporting Tool in Section 4.2.4. You can also add documents at the facility level if you are reporting on facilities that you operate.

The Entity Document tab or the Facility Document tab may be used to add any type of additional documents that the reporter thinks are appropriate. Please note that any information provided to ARB becomes part of the emissions data report and could be requested as part of the Public Records Act.

- 3.7 Reporting Information for Facilities You Operate or Own. You need to determine what information you are required to report for facilities you operate or own.

**Step 4**  
**Facility Information**  
**For Facilities You Operate and Report Emissions**  
**(Skip this step if you do not operate facilities.)**

- 4.1 Adding Facilities for Reporting Emissions. The Facilities tab may be used to establish a relationship with each facility that you operate and will be reporting emissions for. You are required to report greenhouse gas emissions for facilities you operate that utilize fossil fuels, biomass-derived fuels, and geothermal energy. If you do not operate generating facilities required to report emissions, you may disregard the Facilities tab and skip to Step 5.

When you click on the Facilities tab, you will see a list of all the facilities you are already associated with. At first, the grid is empty. If you wish to add a facility, go to the bottom of the page and click on Add Existing Facility. You will be navigated to the list of available facilities where you fill the radio button for your facility and the click on the Select tab. Next, you need to enter the Access Code for that facility and click on the Confirm button to establish the relationship. The Users Guide provides instructions on adding facilities in Section 4.2.6.

If you cannot find your facility in the list of available facilities, you will need to contact ARB and request that your facility be added to the Reporting Tool list.

- 4.2 Assign Facility Contacts. As Entity Manager you are by default a facility manager for each facility for which you establish a relationship.

When you select a facility, you are able to enter all information for that facility. The Contact tab enables you to add additional facility managers and facility reporters. You can have two primary facility managers only but you can have additional alternate facility managers and facility reporters. The Users Guide discusses how to add facility contacts and end relationships in Section 2.1.4.4

- 4.3 Facility Details. You add Facility Details in the same fashion as you did for your entity using the Facility Details tab. The Users Guide discusses how to enter facility details and addresses in Section 2.1.4.
- 4.5 Assigning Primary and Secondary Sector for Your Facilities. The Facility Details tab also has a space for the Primary Reporting Sector and Secondary Reporting Sectors for that facility. Because you are a power entity, you will select Electricity Generation as the Primary Reporting Sector for all of your generating facilities unless a particular facility includes only cogeneration units. In that case you should select cogeneration as the primary sector for the facility. If a facility includes both cogeneration and purely electricity generating units, you should select Electricity Generation as the Primary Reporting Sector and select Cogeneration as the Secondary Reporting Sector. The Reporting Tool may include a preloaded designation for the Primary Reporting Sector. Please confirm that this designation is correct and modify as needed to represent the reporting sector you are reporting under.

#### *Relationship of Sector to Generating Unit Type*

The selection of your primary and secondary sectors determine the 'Type' of generating unit you will select later when you set up each of your generating units. The following Types are available in the Reporting Tool. You can see that the selection is clear once you have chosen your primary and secondary sectors.

Cogeneration Primary Sector - Topping Cycle  
Cogeneration Primary Sector - Bottoming Cycle  
Cogeneration Secondary Sector - Topping Cycle  
Cogeneration Secondary Sector - Bottoming Cycle  
Electric Generating Primary Sector - NOT Cogen  
Electric Generating Secondary Sector - NOT Cogen

There are more details on selecting Unit Type in Section 3.2.1 and Figure 3.4 of the Users Guide.

- 4.6 Provide Physical and Mailing Addresses. Use the Addresses tab to provide the physical and mailing addresses associated with the facility. Click the save button at the bottom of the screen to ensure that your entries are retained. Click the back button to return to the main pages. See 2.1.4.2 of the Users Guide.
- 4.7 Provide Geographic Location. Use the Geographic Location Tab to provide the latitude and longitude information for your facilities. A publically available website such as <http://www.batchgeocode.com/lookup/> will help identify your latitude and longitude if needed. (Note: This link is provided for information only and no endorsement or assurance of accuracy for the site should be assumed.) An automotive or handheld GPS receiver can also be used to determine latitude and longitude. If needed, Section 2.1.4.3 of the Users Guide describes how to use the Google Maps link to verify your latitude and longitude. (Note that the Google link will not automatically enter the longitude and latitude into the reporting tool; you must manually enter that information.)

<p style="text-align: center;"><b>Step 5</b> <b>Setting-Up Emitting Activity for Reporting Entity Level SF6</b> <b>(Adding SF6 Emission Source)</b></p>
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One of the key concepts of the GHG reporting tool is that prior to reporting emissions, the tool first needs to be “told” what the emitting activity is. An emitting activity can be an individual emission source or an aggregation of emission sources as long as the regulation allows you to aggregate emissions when reporting.

The emitting activities you set up in the Reporting Tool will be retained from year to year and will not need to be set up again unless there are modifications, additions, or deletions of emitting activities. For example, in year 1 you would set up emitting activities for the sources that are required to be reported. In subsequent years, you will simply update the data associated with those sources.

Entities are required to report fugitive SF6 emissions from transmission and distribution systems, substations, and circuit breakers located inside California for which they have responsibility for maintaining in proper working order. If the entity operates generating facilities, the operator must report fugitive SF6 emitted from equipment located at the facility; however, the entity need not report the facility related SF6 separately from other fugitive SF6 sources. SF6 emissions may be aggregated at the discretion of the reporting entity. Fugitive SF6 is the only greenhouse gas reported at the entity level.

This section provides the steps on how to add an entity level SF6 emitting activity. Section 4.3 of the Users Guide further illustrates the details of setting up SF6 emitting activities.

- 5.1 Click on the Emitting Activities Tab. For your first time in the Reporting Tool, there should be no emitting activities listed under this tab. In future years, you will see previously added emitting activities.
- 5.2 Add Emitting Activity. To add an emitting activity, click on the blue Add Emitting Activity button on the bottom of the page. You will then see the screen shown in Figure 4-32 of the Users Guide. See the beginning of Section 3 of the Users Guide for a detailed description of an “emitting activity”.
- 5.3 Assign Name to Emitting Activity. In the Emitting Activity Name box, you need to type in a unique name. Select a name that clearly distinguishes this activity from any others you may create. For example, you might have one activity named ‘Entity Level Fugitive SF6.’
- 5.4 Select Emitting Activity Category. Using the Emitting Activity Category drop down menu, you will select “Fugitive.”
- 5.5 Select Activity Type. Using the Activity Type drop down menu, you will select “Transmission/Distribution/Substation (use for SF6).” You will also see that the activity type “Equipment Fugitive Emissions (Use for SF6)” is available; however, this activity type is reserved for facility level reporting if you choose to report fugitive SF6 for your facilities separately.
- 5.6 Select Operating Status. In the Status box you will choose operating, unless the equipment was not in operation during the entire reporting year. *All activities that are designated as operating must have emissions reported for them to pass the Reporting Tool QA checks.*
- 5.7 Select Aggregation Level for Emitting Activity. In the Aggregation Level drop down menu, select *summed* so your emissions associated with this activity can be added to the entity total emissions. You select *supplemental* only when emissions are already included under another emitting category. That scenario does not apply when reporting entity level SF6 emissions. You will not likely select

*optional* for fugitive SF6. The optional choice refers to emission activities that are not required to be reported by the regulation.

- 5.8 Add Fuels, Feedstocks, Other for Emitting Activity. This box enables you to select Available Fuels (Fuels, Feedstocks, or Other) and is important for most kinds of emitting activities, but should not be used when reporting Fugitive SF6. **Leave the fuels box empty.**
- 5.9 SAVE. Click the Save button at the bottom of the page. If you do not save at this point, information added for the emitting activity will not be saved.
- 5.10 Repeat to Include All Emitting Activities needed. Repeat adding SF6 Emitting Activities as needed to facilitate reporting SF6 emissions. We would expect you to set up one or two emitting activities for SF6 but you can break down your reporting to a finer degree if you prefer.

<p style="text-align: center;"><b>Step 6</b> <b>Reporting Fugitive SF6 Emissions</b> <b>for Entity Emitting Activities</b></p>
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- 6.1 To report emissions for each of the previously entered emitting activities, hover over “Annual Reporting” on the top of the page and choose Create New Submission. You should see a page titled, ‘Select Submission Details.’ See Figures 5-6 and 5-7 in the Users Guide.
- 6.2 Select Reporting Year. In the Report Year box, select 2008 to submit emissions for the year 2008.
- 6.3 Select Reporting Level. Under Reporting Level, select Power Entity.
- 6.4 Select Submission Type. Under Submission Type, select SF6 Emissions.
- 6.5 Click Continue. See Chapter 5.1 of the Users Guide for more detail.
- 6.6 Select Entity. Use the next page to select your entity. In most cases, there will only be one entity shown, unless you are associated with multiple entities. Once the pertinent entity (row) is highlighted in blue (click to choose), click continue.

- 6.7 Selecting Emitting Activity. The next page is titled, 'Annual SF6 Submission.' On initial entry, you will not see any data displayed on the "grid" in the middle of the page. Click on Report Additional Data at the bottom left hand side of the page, just below the grid.
- 6.8 The next page is titled, 'Select Emitting Activity.' Click on the Emitting Activity for which you want to report emissions. Click Continue.
- 6.9 The next page is titled, 'Report Emissions.' Here's where you normally select a fuel to report emissions; however, since SF6 has no fuel associated with emissions, instead of a fuel type, you will see the phrase 'Remainder Emissions.' When you select Remainder Emissions, a box appears so that you can report your SF6 emissions.
- 6.10 Select Calculation Method. From the drop down menu, you select the appropriate calculation method you used to determine SF6 emissions. You have two choices—'Best Available-Pre-Calculated' or 'Fugitive SF6 (95111(f))-Pre-Calculated.' You can select Best Available to report 2008 emissions only.
- 6.11 Enter Pre-calculated Value. Enter fugitive SF6 emissions in units of metric tons per year. This will be a fraction in many cases.
- 6.12 Enter Comments. You can enter whatever comments you desire including information on your calculations.
- 6.13 De Minimis. If you choose to designate the Fugitive SF6 emissions as de minimis, check the De Minimis box provided under the Comments box.
- 6.14 Report Emissions. Find the Report Emissions check box located inside the Fugitive SF6 emissions reporting box. When you check the Report Emissions box, a new grid will appear at the bottom of the page displaying the methodology and calculated value you entered for the gas.
- 6.15 SAVE and Review Results. Look at the Review Results grid at the bottom of the page (see Figure 6-14 of the Users Guide). Once the methodology and input emissions data are shown for the selected SF6 emitting activity, click SAVE. If save is not selected, the entered data and selections will not be retained.

- 6.16 View Emission Records. When you have finished saving and reviewing your data, you can view an emissions record for the activity selecting View Emission Records.

<p style="text-align: center;"><b>Step 7</b> <b>Reporting Power Transactions Using</b> <b>Power Transactions Template</b></p>
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Entities are required to report power transactions and certain other non-emissions data. The reporting tool provides a template for reporting this information and can be downloaded, completed by the reporting entity off-line, and then uploaded into the reporting tool.

Depending on the type of entity you are, the templates enable you to report imports to California, exports from California, power wheeled through California, in-state wholesale power purchases and sales, native load designations, null power, stipulations related to nuclear and hydroelectric facilities over 30 MW, ownership share for facilities fully or partially owned, information on sales from facilities greater than 1,100 lbs of CO<sub>2</sub> per MWh (optional), retail sales, renewable energy programs (optional), and electrification sales (optional).

Since the templates are customized for each entity type, you will need to download only the one template. You are required to report transactions aggregated by counterparty or supplier. This means you do not report individual power transactions but combine transactions made over the year into aggregations associated with the same counterparty or the same facility.

Additional instructions on how to aggregate power transactions and explanations of the data fields used in the templates are provided at the end of this document under 'Template Terminology'. The following Steps 7.1 through 7.15 tell you how to use the templates to report your data. You can also refer to Section 8 of the Users Guide.

- 7.1 To find the power transactions template that you will download from the reporting tool, hover over "Annual Reporting" on the top of the page and choose Create New Submission. You should see a page titled, 'Select Submission Details.' See Figures 5-6 in the Users Guide.
- 7.2 Select Reporting Year. In the Report Year box, select 2008 to submit emissions for the year 2008.



- 7.3 Select Reporting Level. Under Reporting Level, select Power Entity.
- 7.4 Select Submission Type. Under Submission Type, select Power Transactions. Click Continue.
- 7.6 Select Entity. Use the next page to select your entity. In most cases, there will only be one entity shown, unless you are associated with multiple entities. Once the pertinent entity (row) is highlighted in blue (click to choose), click continue.
- 7.7 Select Upload Data. The next page is titled, 'Annual Power Transactions Submission.' Figure 8-1 of the Users Guide shows the screen. On initial entry, you will not see any data displayed on the "grid" in the middle of the page. Click on Upload Data at the bottom left hand side of the page, just below the grid.
- 7.8 Select Template. The next page is titled, 'Upload Power Transactions Data.' In the middle of the page you will see the name of the template customized for your entity in blue text. Figure 8.4 shows an example of the screen you will see. Click on the template name and save the file for use off-line.
- 7.9 Enter Data into Template. Once you have downloaded your template, you enter your aggregated power transaction data and other non-emissions data into the template off-line. Each template includes a Guidance Tab that gives you technical directions for using the template and a Submission Information tab where you enter information about your entity. Then you fill in the data for each tab in the spreadsheet as applicable to your entity. Be sure that all of your power transactions or other data are inside the blue lines of the templates. You can move the blue line downward to provide more room for data or you can insert rows inside the blue lines to add transactions.
- 7.10 Convert to XML. When you have completed filling out the template, export the file to an XML file. (For Excel 2003, you select the menu Data > XML > Export. For Excel 2007, you select the menu File > Save As > Save your file as an XML file ("Save As Type").
- 7.11 Select Transaction Data XML. Use the box labeled 'Select Completed Power Transaction XML' and the 'browse' button to

locate your completed template for uploading data into the tool. You can see the screen in Figure 8-8 of the Users Guide.

- 7.12 Upload XML File. Click on the tab named Upload XML File. Your data will appear in the grid for Current XML Submissions. You can see an example of the screen in Figures 8-9 of the Users Guide.
- 7.13 Check Emails. You will receive an email from the system that displays the status of your data upload. For more details, see Section 8.1(7) in the Users Guide.
- 7.14 Review Power Transactions Submission. Click on Continue to view the Power Transactions Submission page to review the data you have just uploaded. The page is named, 'Annual Power Transactions Submission.' Figure 8-10 in the Users Guide shows an example of the screen.
- 7.15 Deleting Transactions Data. You cannot edit your transactions data once it has been uploaded into the tool; however, you can delete all the records and upload your data again. To delete the data, return to the page titled Annual Power Transactions Submission (in step 7.14) and click on the tab labeled Delete All Data located just below the grid.

<p style="text-align: center;"><b>Step 8</b> <b>Reporting Non-Emissions Data for</b> <b>Operated Hydro-Nuclear-Solar-Wind Facilities</b> <b>and Facilities Owned Not Operated</b></p>
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If you are a retail provider or DWR and operate facilities powered by hydroelectric, nuclear, solar, or wind energy you are required to report nameplate generating capacity and net generation for each of these facilities. Since you do not report emissions for these facilities, a separate template is provided to facilitate reporting this non-emissions information. Asset Owning/Controlling Suppliers reporting voluntarily also use this template to report data for the hydro, nuclear, solar, or wind resources they operate or control.

If you have ownership share in facilities that you do not operate, you are required to provide net generation for those facilities. There is a separate tab within the same template for this information as well. You will not need to use the template to report net generation for facilities that you operate and are reporting emissions for because you report net generation at the facility level under Energy and Production for each of them.

- 8.1 Download Template. You will find the template named 'Hydro-Nucl-Solar-Wind and Owned Net Gen' on the screen named 'Upload Power Transaction Data.' This is the same screen that provides the Power Transactions Template. Refer to Step 7.8 above. The template is in the middle of the page in blue text. Click on the template name and save the file for use off-line.
- 8.2 Enter Data into Template. The template contains two tabs. The first one is named 'Hydro-Nucl-Solar-Wind.' You enter the information required for each of the facilities you operate. The second tab is named 'Net Gen for Owned NOT Operated'. Again, enter the data requested.
- 8.3 Adding Template as Supporting Document. Return to Annual Power Transactions Submission screen by clicking on the Back tab. Then click on the tab labeled 'Supporting Documentation' located in the middle of the screen. The Users Guide provides a screen shot in Figure 8-16. Click the Add button below the grid to activate the pop up box. From inside the pop up box use the Browse box to find your completed template. Select the Status you desire from the pull down menu. Your choices are public or private. You can use the description box to provide additional comments. When you click on the Add button at the bottom of the pop up box, your file is uploaded into the Reporting Tool and appears inside the grid. The Users Guide also provides detailed instructions for adding a supporting document in Section 8.3.

<b>Step 9</b> <b>Power Used by DWR</b>
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DWR is the only entity required to report power usage. Other entities should disregard Step 9 and go to Step 10. DWR has agreed to report annual electricity used for each pump they operate.

- 9.1 Enter data into spreadsheet. DWR prepares a list of pumps and annual electricity usage per pump and enters into an excel spreadsheet of their own design.
- 9.2 Adding DWR excel file as Supporting Document. Return to Annual Power Transactions Submission screen. Then click on the tab labeled 'Supporting Documentation' located in the middle of the screen. The Users Guide provides a screen shot in Figure 8-16. Click the Add button below the grid to activate the pop up box.

From inside the pop up box use the Browse box to find your completed template. Select the Status you desire from the pull down menu. Your choices are public or private. You can use the description box to provide additional comments. When you click on the Add button at the bottom of the pop up box, your file is uploaded into the Reporting Tool and appears inside the grid. The Users Guide also provides detailed instructions for adding a supporting document in Section 8.3.

### Step 10 Operators of Electric Generating Facilities

Some entities are required to report emissions data and other non emissions data for facilities that they operate. To report facility level information, the entity manager or entity reporter can select each facility individually that is associated with the entity and then follow the reporting steps provided in [Electric Generating and Cogeneration Facilities Step-by-Step Guidance for Emissions Reporting Using the California ARB On-Line Reporting Tool](#). If the entity prefers, a facility manager or facility reporter can be assigned to report data at the facility level. The same procedure applies to Asset Owning/Controlling Suppliers who are voluntarily reporting if they operate or control a facility powered with fossil fuels, biomass-derived fuels, or geothermal energy. If you do not operate any generating facilities you have completed data entry at this point. ☺

### Step 11 Quality Assurance Checks and Prepare for Certification

- 11.1 There are two separate steps for certification: Certifying SF6 Submissions and Certifying Power Transaction data. Navigate to the Entity Submissions tab: Click on Entity at the top of the page, click on your entity, click on the Entity Submissions tab in the middle of the page. Here you will see an ID number for SF6 Emissions and another ID number for Power Transactions.
- 11.2 Click the ID for SF6 Emissions. You will now be on a page titled, Annual SF6 Submission. These are all of the emitting activities for which you reported emissions.
- 11.3 Click Review Submission QA Checks at the bottom of the page.
- 11.4 The next page will provide a list of warnings or errors associated with your fuels and emissions data submittal. You should review

carefully to see if the tool has identified any errors you made in your data entries.

- 11.5 If you have no 'Critical' errors, you can click on Ready for Certification at the bottom of the page. This indicates to the entity manager that they should consider the data complete for SF6 Emissions, review and then certify before the applicable reporting deadline.
- 11.6 Once you click Ready for Certification, the Annual Reporting page will load. The SF6 Emissions Submissions will be marked 'Ready for Certification.' Next, select the Power Transactions row by clicking on it and follow steps 2-5 above to indicate this data is also ready for certification by the facility manager. This is a two-step process. Make sure you certify both sets of data. See Section 9.0 of the Users Guide for more details about QA checks and changing the status to Ready for Certification. You can also click on Ready for Certification and Certify your facility level data. Refer to the Step-by-Step instructions for facility level data.

<p style="text-align: center;"><b>Step 12</b> <b>More Information</b> <b>Template Terminology</b></p>
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This section provides additional clarification on how to aggregate and report power transactions. The section includes an explanation of each field in the power transaction templates and is organized by template type.

- 12.1 **Aggregating Transactions.** Power transactions are aggregated by counterparty or supplier and by specified facilities over the course of the reporting year. The following example demonstrates this point. In the example, the entity purchased power from Harty Electric. The entity reporting was the purchasing/selling entity at the first point of delivery in California. Some of the power received from Harty was specified and some was not. The entity enters two kinds of aggregated transactions that reflect the year of purchases from Harty. The table below is only showing the first 6 fields of the reporting fields needed to describe the transactions. In the template, you would also fill in other applicable fields of data and for specified transactions, identify the facility.

Counterparty Name	Units (MWh)	FPOD	Source Type	Origin/Destination	Geographic Region
Harty Electric	100500	Yes	Specified	Origin	PNW
Harty Electric	56000	Yes	Unspecified	Origin	PNW

- 12.2 Facility Identification Numbers. You can find ARB ID numbers to associate with your specified transactions at <http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep-power/ghg-rep-power.htm>. During the first year of reporting, the list may be corrected periodically at the request of power entities and facility operators to include all necessary facilities for reporting power transactions. Asset Owning/Controlling Suppliers (AO/C Suppliers) who meet clean power criteria will be added to the list and assigned an ARB ID number for general use. Therefore, if a transaction is associated with an AO/C Supplier, you will treat the transaction as though it were “specified” and give the Supplier’s ARB ID number in place of a facility number.
- 12.3 Relationship of Net Generation and Ownership Share to Power Transactions. Even though you will be reporting net generation for facilities you operate, you must also report the power you take or sell from those facilities as purchase/take transactions or wholesale sale transactions in the power transactions template. Similarly, even though you will be reporting your ownership share for facilities you fully or partially own, whether you operate them or not, you must also report the power you take from those facilities as a purchase/take transaction.
- 12.4 Counterparty or Supplier Aggregations. The regulation requires that entities aggregate power transaction information either by counterparty or supplier as specified. There may be situations where entities transact with a group of counterparties or suppliers and are not able to individually associate power transactions with a specific counterparty/supplier. Since this power is unspecified, the counterparty information is unlikely to contribute to defining emissions. Therefore, if you cannot identify a counterparty/supplier individually, but can identify a group of a limited number of counterparties/suppliers, you may use the ‘group’ to aggregate transactions. You would need to identify each counterparty/supplier in the group either by the way you named that group or by providing comments in text boxes that identify the members of the group.
- 12.5 Template Terminology. The following pages explain the terminology used in the Power Transaction Templates. Please use

the drop down menu choices provided in the templates. The menus will help you report the data correctly and according to the regulatory requirements. The templates provided include:

- 12.5.1 MARKETER TEMPLATE
- 12.5.2 NON MULTIJURISDICTIONAL RETAIL PROVIDER TEMPLATE
- 12.5.3 MULTIJURISDICTIONAL RETAIL PROVIDER TEMPLATE
- 12.5.4 CALIFORNIA DEPARTMENT OF WATER RESOURCES TEMPLATE
- 12.5.5 ASSET OWNING/CONTROLLING SUPPLIER TEMPLATE

#### 12.5.1 MARKETER TEMPLATE

##### Tab Labeled: WSP Exported

This tab is for Wholesale Power Exported out of California. Exports include power you take from a source inside California and deliver to a region outside California or to an unknown region.

##### **Counterparty or Supplier Name**

Marketers enter the supplier's name. Use the supplier to aggregate your transactions.

##### **Units (MWh)**

Enter total megawatt hours (MWh) for the year for that aggregation of transactions

##### **Source Type**

Select specified or unspecified from the drop down menu.

##### **Origin/Destination**

Select Destination from the drop down menu. Origin is not an option.

##### **Geographic Region**

Select the region you exported power to from the drop down menu.

##### **Null Power**

Select 'yes' or 'no' from the drop down menu to identify null power for renewable energy exports. Null power is defined in the regulation as electricity from a renewable energy resource for which the WREGIS or NVTREC certificate has been unbundled and sold separately. Select 'yes' if the transaction is from a renewable resource and is null power. Select 'no' if the transaction is from a renewable resource and is NOT null power. You also select 'no' for a transaction from a resource that is not renewable. You leave the field blank if the transaction is from an unspecified resource.

##### **ARB ID**

Enter the facility or unit ARB ID number if the transaction aggregation represents exports from a specified facility. You will need a separately reported transaction aggregation for each specified facility. If the transaction aggregation is unspecified, leave this field blank.

**Facility or Unit Name**

Enter the facility or unit name that corresponds with the ARB ID number. If the transaction aggregation is unspecified, leave this field blank.

**Tab Labeled: WSP Imported (Marketer)**

This tab is for Wholesale Power Imported into California when the final point of delivery is inside California.

**Supplier Name**

Enter the Supplier of power. Use supplier to aggregate imports.

**Units (MWh)**

Enter total megawatt hours (MWh) for the year for that aggregation of transactions

**FPOD**

Enter 'yes'. 'Yes' means you are the purchasing/selling entity at the first point of delivery in CA. Marketers only report imports when they are the first deliverer.

**Source Type**

Select specified or unspecified from the drop down menu.

**Origin/Destination**

Select Origin from the drop down menu. Destination is not an option.

**Geographic Region**

Select the region you imported power from, from the drop down menu.

**Null Power**

Select 'yes' or 'no' from the drop down menu to identify null power for renewable energy imports. Null power is defined in the regulation as electricity from a renewable energy resource for which the WREGIS or NVTREC certificate has been unbundled and sold separately. Select 'yes' if the transaction is from a renewable resource and is null power. Select 'no' if the transaction is from a renewable resource and is NOT null power. You also select 'no' for a transaction from a resource that is not renewable. You leave the field blank if the transaction is from an unspecified resource.

**ARB ID**

Enter the facility or unit ARB ID number if the transaction aggregation represents imports from a specified facility. You will need a separately reported transaction aggregation for each specified facility. If the transaction aggregation is unspecified, leave this field blank.

**Facility or Unit Name**

Enter the facility or unit name that corresponds with the ARB ID number. If the transaction aggregation is unspecified, leave this field blank.



**Tab Labeled: Power Wheeled**

This tab is for Power Wheeled through California. Power wheeled through California should be removed from the MWhs reported for all other wholesale transactions.

**Supplier Name**

Enter the Supplier of power. Use supplier to aggregate transactions.

**Units (MWh)**

Enter total megawatt hours (MWh) for the year for that aggregation of transactions

**Origin/Destination**

Select Origin from the drop down menu. Destination is not an option.

**Geographic Region**

Select the region you imported power from, from the drop down menu.

**12.5.2 NON MULTIJURISDICTIONAL RETAIL PROVIDER TEMPLATE****Tab Labeled: WSP Exported**

This tab is for Wholesale Power Exported out of California. Exports include power you take from a source inside California and deliver to a region outside California or to an unknown region.

**Counterparty or Supplier Name**

NonMJRP enter the counterparty's name. Use the counterparty to aggregate your transactions.

**Units (MWh)**

Enter total megawatt hours (MWh) for the year for that aggregation of transactions

**Source Type**

Select specified or unspecified from the drop down menu.

**Origin/Destination**

Select Destination from the drop down menu. Origin is not an option.

**Geographic Region**

Select the region you imported power from, from the drop down menu.

**Null Power**

Select 'yes' or 'no' from the drop down menu to identify null power for renewable energy exports. Null power is defined in the regulation as electricity from a renewable energy resource for which the WREGIS or NVTREC certificate has been unbundled and sold separately. Select 'yes' if the transaction is from a renewable

resource and is null power. Select 'no' if the transaction is from a renewable resource and is NOT null power. You also select 'no' for a transaction from a resource that is not renewable. You leave the field blank if the transaction is from an unspecified resource.

**ARB ID**

Enter the facility or unit ARB ID number if the transaction aggregation represents exports from a specified facility. You will need a separately reported transaction aggregation for each specified facility. If the transaction aggregation is unspecified, leave this field blank.

**Facility or Unit Name**

Enter the facility or unit name that corresponds with the ARB ID number. If the transaction aggregation is unspecified, leave this field blank.

**Tab Labeled: WSP Imported (NonMJRP & DWR)**

This tab is for Wholesale Power Imported into California when the final point of delivery is inside California.

**Counterparty Name**

NonMJRP enter the counterparty's name. Use the counterparty to aggregate your transactions.

**Units (MWh)**

Enter total megawatt hours (MWh) for the year for that aggregation of transactions

**FPOD**

Select 'yes' or 'no' from the drop down menu. 'Yes' means you are the purchasing/selling entity at the first point of delivery in CA. 'No' means you are not the first deliverer but you have knowledge that the power was imported into California from a region outside California on your behalf.

**Source Type**

Select specified or unspecified from the drop down menu.

**Origin/Destination**

Select Origin from the drop down menu. Destination does not apply.

**Geographic Region**

Select the region you imported power from, from the drop down menu. You can select unknown as well.

**Native Load Stipulation**

You may designate this power as native load by selecting the stipulation from the drop down menu that best describes the power you are designating. Stipulations 1, 2, 3, or 4 correspond to regulation sections 95111(b)(3)(I)1, 95111(b)(3)(I)2, 95111(b)(3)(I)3, or 95111(b)(3)(I)4, respectively. You can also select 'no' to indicate the power is not designated as native load.

**Renewable Energy**

Select 'yes' or 'no' from the drop down menu to identify whether the transaction was from a renewable resource. If the resource is unspecified, you select 'no.'

**Null Power**

Select 'yes' or 'no' from the drop down menu to identify whether the power is null power or not. Null power is defined in the regulation as electricity from a renewable energy resource for which the WREGIS or NVTREC certificate has been unbundled and sold separately. Select 'yes' if the transaction is from a renewable resource and is null power. Select 'no' if the transaction is from a renewable resource and is NOT null power. You also select 'no' for a transaction from a resource that is not renewable. You leave the field blank if the transaction is from an unspecified resource.

**Large Hydro/Nuclear Stipulation**

If you selected 'yes' for renewable energy and the resource is a specified large hydro facility with nameplate capacity > 30 MW (and not a California eligible renewable resource) or the facility is a specified nuclear facility, you select Stipulation 1, 2, 3, 4, or 5-- whichever best describes the power—from the drop down menu.

These stipulations correspond to regulation sections 95111(b)(3)(H)1, 95111(b)(3)(H)2, 95111(b)(3)(H)3, 95111(b)(3)(H)4, or 95111(b)(3)(H)5, respectively. If the power is not taken from large specified hydro or nuclear facilities, select 'no' or 'not applicable.' Either of these two choices has the same result and they can be used interchangeably.

**ARB ID**

Enter the facility or unit ARB ID number if the transaction aggregation represents imports from a specified facility. You will need a separately reported transaction aggregation for each specified facility. If the transaction aggregation is unspecified, leave this field blank.

**Facility or Unit Name**

Enter the facility or unit name that corresponds with the ARB ID number. If the transaction aggregation is unspecified, leave this field blank.

**Tab Labeled: Power Wheeled**

This tab is for Power Wheeled through California. Power wheeled through California should be removed from the MWhs reported for all other wholesale transactions.

**Supplier Name**

Enter the Supplier of power. Use supplier to aggregate transactions.

**Units (MWh)**

Enter total megawatt hours (MWh) for the year for that aggregation of transactions

**Origin/Destination**

Select Origin from the drop down menu. Destination is not an option.

**Geographic Region**

Select the region you imported power from, from the drop down menu.

Tab Labeled: WSP Purchased from CA

This tab is for Wholesale Power Purchased or Taken from inside California. Even though you report net generation for the facilities that you operate or for which you have a full or partial ownership share, you still need to report the actual power you took from your facilities as a 'purchase/take' transaction.

**Counterparty Name**

NonMJRP enter the counterparty's name. Use the counterparty to aggregate your transactions. You may be your own counterparty.

**Units (MWh)**

Enter total megawatt hours (MWh) for the year for that aggregation of transactions

**Source Type**

Select specified or unspecified from the drop down menu.

**Origin/Destination**

Select Origin from the drop down menu. Destination is not an option.

**Geographic Region**

Select the region from the drop down menu. Since these transactions represent power you purchase or take from inside California, the only regions of choice are California, CAISO Real Time, or CAISO Forward Market. Since the CAISO Forward Market was not operational in 2008, there will be no transactions reported for this market during the 2009 reporting period.

**Native Load Stipulation**

You may designate this power as native load by selecting the stipulation from the drop down menu that best describes the power you are designating. Stipulations 1, 2, 3, or 4 correspond to regulation sections 95111(b)(3)(I)1, 95111(b)(3)(I)2, 95111(b)(3)(I)3, or 95111(b)(3)(I)4, respectively. You can also select 'no' to indicate the power is not designated as native load.

**Null Power**

Select 'yes' or 'no' from the drop down menu to identify whether the power purchased/taken is null power or not. Null power is defined in the regulation as electricity from a renewable energy resource for which the WREGIS or NVTREC certificate has been

unbundled and sold separately. Select 'yes' if the transaction is from a renewable resource and is null power. Select 'no' if the transaction is from a renewable resource and is NOT null power. You also select 'no' for a transaction from a resource that is not renewable. You leave the field blank if the transaction is from an unspecified resource.

**Large Hydro/Nuclear Stipulation**

If the source of the power is a specified large hydro facility with nameplate capacity > 30 MW (and not a California eligible renewable resource) or the facility is a specified nuclear facility, you select Stipulation 1, 2, 3, 4, or 5-- whichever best describes the power—from the drop down menu. These stipulations correspond to regulation sections 95111(b)(3)(H)1, 95111(b)(3)(H)2, 95111(b)(3)(H)3, 95111(b)(3)(H)4, or 95111(b)(3)(H)5, respectively. If the power is not taken from large specified hydro or nuclear facilities, select 'no.'

**ARB ID**

Enter the facility or unit ARB ID number if the transaction aggregation is from a specified facility. You will need a separately reported transaction aggregation for each specified facility. If the transaction aggregation is unspecified, leave this field blank.

**Facility or Unit Name**

Enter the facility or unit name that corresponds with the ARB ID number. If the transaction aggregation is unspecified, leave this field blank.

**Tab Labeled: WSP Sold to CA (NonMJRP)**

This tab is for reporting Wholesale Power Sold to a location inside California. You cannot report power sold unless you have, first, reported the power as a purchase or take. You must have documentation that the point of delivery for sale of the power was inside California. Otherwise, you should report the sale as an export.

**Counterparty Name**

Enter the counterparty's name. Use the counterparty to aggregate your transactions.

**Units (MWh)**

Enter total megawatt hours (MWh) for the year for that aggregation of transactions

**Source Type**

Select specified or unspecified from the drop down menu.

**Origin/Destination**

Select Destination from the drop down menu. Origin is not an option.

**Geographic Region**

Select the region from the drop down menu. Since these transactions represent power you sold inside California, the regions of choice are California, CAISO Real Time, or CAISO Forward Market. Since the CAISO Forward Market was not operational in 2008, there will be no transactions reported for this market during the 2009 reporting period.

**Null Power**

Select 'yes' or 'no' from the drop down menu to identify whether the power sold is null power or not. Null power is defined in the regulation as electricity from a renewable energy resource for which the WREGIS or NVTREC certificate has been unbundled and sold separately. Select 'yes' if the transaction is from a renewable resource and is null power. Select 'no' if the transaction is from a renewable resource and is NOT null power. You also select 'no' for a transaction from a resource that is not renewable. You leave the field blank if the transaction is from an unspecified resource.

**ARB ID**

Enter the facility or unit ARB ID number if the transaction aggregation is from a specified facility. You will need a separately reported transaction aggregation for each specified facility. If the transaction aggregation is unspecified, leave this field blank.

**Facility or Unit Name**

Enter the facility or unit name that corresponds with the ARB ID number. If the transaction aggregation is unspecified, leave this field blank.

**Tab Labeled: Retail Sales Data**

This tab enables you to report your total retail sales for the report year; retail sales related to the electrification of shipping ports, truck stops, and motor vehicles; and retail sales to customers from specified renewable energy resources as part of a special renewable energy program.

**Sales Type**

Select the type of retail sales you are reporting from the drop down menu. Your choices are 'California Total Sales', 'Electrification Sales Subset', or 'Renewable Energy Program Sales.'

**Units (MWh/year)**

When you select sales type 'California Total Sales', you enter your total retail sales to all customers in California as MWh per year.

When you select sales type 'Electrification Sales Subset', you enter the portion of your retail sales that went toward electrification in units of MWh per year. You can only report retail sales for electrification if you have metering that lets you track electrification related sales separately from other kinds of retail sales of power. Reporting of electrification sales is optional.

When you select sales type 'Renewable Energy Program Sales', you enter retail sales in MWh per year from each specified renewable resources that was dedicated to the program. You enter the ARB ID and facility name in the following two fields corresponding to specified resources dedicated to the program. Reporting on Renewable Energy Programs is optional.

**ARB ID**

Enter the facility or unit ARB ID number corresponding to the specified resources dedicated to your Renewable Energy Program. You will need a separately reported retail sales associated with each different specified facility in your program. If you are not reporting on a Renewable Energy Program, leave this field blank.

**Facility or Unit Name**

Enter the facility or unit name that corresponds with the ARB ID number. If you are not reporting on a Renewable Energy Program, leave this field blank.

**Tab Labeled: Fac Ownership Data**

This tab is for reporting certain information on facilities you fully or partially own.

**ARB ID**

Enter ARB ID numbers for all facilities that you fully or partially own. You get the ARB ID numbers from the list of facilities posted on our website at <http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep-power/ghg-rep-power.htm>

**Facility Name**

Enter the name of each facilities corresponding to the ARB ID number.

**Ownership Percentage**

Enter your ownership share for each facility as a percent. For example, if you own 75% of the facility, then enter '75%' and the cell will format to a percentage number.

**Is Net Power Generated > 1,100 lb CO<sub>2</sub>/MWh?**

Select 'yes' or 'no' from the pull down menu to indicate if emissions for the facility are greater than 1,100 lbs of CO<sub>2</sub> per MWh generated over the report year.

**Wholesale Sales from Out-of-State Facility to Out-of-State Entity (MWh/year)**

If you selected 'yes' indicating the facility has greater than 1,100 lbs of CO<sub>2</sub> per MWh, you may elect to enter wholesale sales in units of MWh per year that were made by you or on your behalf from the facility to counterparties located outside California if one of the two following conditions were met—(1) the power could not be delivered to you due to congestion or (2) you did not need the

power for reasons not related to reducing greenhouse gas emissions responsibilities.

**Power Reduced by Decreased Demand (MWh/year)**

If you selected 'yes' indicating the facility has greater than 1,100 lbs of CO<sub>2</sub> per MWh, you may elect to enter the amount of power generation in MWh per year that was reduced as a result of your reduced demand for power.

### 12.5.3 MULTIJURISDICTIONAL RETAIL PROVIDER TEMPLATE

Tab Labeled: Power Wheeled

This tab is for Power Wheeled through California. Power wheeled through California should be removed from the MWhs reported for all other wholesale transactions.

**Supplier Name**

Enter the Supplier of power. Use supplier to aggregate transactions.

**Units (MWh)**

Enter total megawatt hours (MWh) for the year for that aggregation of transactions

**Origin/Destination**

Select Origin from the drop down menu. Destination is not an option.

**Geographic Region**

Select the region you imported power from, from the drop down menu.

Tab Labeled: WSP Purchased from CA

This tab is for Wholesale Power Purchased from inside California.

**Counterparty Name**

MJRPs enter the counterparty's name. Use the counterparty to aggregate your transactions. You may be your own counterparty.

**Units (MWh)**

Enter total megawatt hours (MWh) for the year for that aggregation of transactions

**Source Type**

Select specified or unspecified from the drop down menu.

**Origin/Destination**

Select Origin from the drop down menu. Destination is not an option.

**Geographic Region**

Select the region from the drop down menu. Since these transactions represent power you purchase or take from inside California, the only regions of choice are California, CAISO Real



Time, or CAISO Forward Market. Since the CAISO Forward Market was not operational in 2008, there will be no transactions reported for this market during the 2009 reporting period.

**Native Load Stipulation**

You may designate this power as native load by selecting the stipulation from the drop down menu that best describes the power you are designating. Stipulations 1, 2, 3, or 4 correspond to regulation sections 95111(b)(3)(I)1, 95111(b)(3)(I)2, 95111(b)(3)(I)3, or 95111(b)(3)(I)4, respectively. You can also select 'no' to indicate the power is not designated as native load.

**Null Power**

Select 'yes' or 'no' from the drop down menu to identify whether the power purchased/taken is null power or not. Null power is defined in the regulation as electricity from a renewable energy resource for which the WREGIS or NVTREC certificate has been unbundled and sold separately. Select 'yes' if the transaction is from a renewable resource and is null power. Select 'no' if the transaction is from a renewable resource and is NOT null power. You also select 'no' for a transaction from a resource that is not renewable. You leave the field blank if the transaction is from an unspecified resource.

**Large Hydro/Nuclear Stipulation**

If the source of the power is a specified large hydro facility with nameplate capacity > 30 MW (and not a California eligible renewable resource) or the facility is a specified nuclear facility, you select Stipulation 1, 2, 3, 4, or 5-- whichever best describes the power—from the drop down menu. These stipulations correspond to regulation sections 95111(b)(3)(H)1, 95111(b)(3)(H)2, 95111(b)(3)(H)3, 95111(b)(3)(H)4, or 95111(b)(3)(H)5, respectively. If the power is not taken from large specified hydro or nuclear facilities, select 'no.'

**ARB ID**

Enter the facility or unit ARB ID number if the transaction aggregation is from a specified facility. You will need a separately reported transaction aggregation for each specified facility. If the transaction aggregation is unspecified, leave this field blank.

**Facility or Unit Name**

Enter the facility or unit name that corresponds with the ARB ID number. If the transaction aggregation is unspecified, leave this field blank.

**Tab Labeled: WSP Purchased NOT from CA**

This tab is for Wholesale Power Purchased or taken from resources not located inside California. Even though you report net generation for the facilities that you operate or for which you have a full or partial ownership

share, you still need to report the actual power you took from your facilities as a 'purchase/take' transaction.

**Counterparty Name**

MJRPs enter the counterparty's name. Use the counterparty to aggregate your transactions. You may be your own counterparty.

**Units (MWh)**

Enter total megawatt hours (MWh) for the year for that aggregation of transactions

**Source Type**

Select specified or unspecified from the drop down menu.

**Origin/Destination**

Select Origin from the drop down menu. Destination is not an option.

**Geographic Region**

Select the region from the drop down menu. Your choices are PNW, PSW, and unknown.

**Native Load Stipulation**

You may designate this power as native load by selecting the stipulation from the drop down menu that best describes the power you are designating. Stipulations 1, 2, 3, or 4 correspond to regulation sections 95111(b)(3)(I)1, 95111(b)(3)(I)2, 95111(b)(3)(I)3, or 95111(b)(3)(I)4, respectively. You can also select 'no' to indicate the power is not designated as native load.

**Null Power**

Select 'yes' or 'no' from the drop down menu to identify whether the power purchased/taken is null power or not. Null power is defined in the regulation as electricity from a renewable energy resource for which the WREGIS or NVTREC certificate has been unbundled and sold separately. Select 'yes' if the transaction is from a renewable resource and is null power. Select 'no' if the transaction is from a renewable resource and is NOT null power. You also select 'no' for a transaction from a resource that is not renewable. You leave the field blank if the transaction is from an unspecified resource.

**Large Hydro/Nuclear Stipulation**

If the source of the power is a specified large hydro facility with nameplate capacity > 30 MW (and not a California eligible renewable resource) or the facility is a specified nuclear facility, you select Stipulation 1, 2, 3, 4, or 5-- whichever best describes the power—from the drop down menu. These stipulations correspond to regulation sections 95111(b)(3)(H)1, 95111(b)(3)(H)2, 95111(b)(3)(H)3, 95111(b)(3)(H)4, or 95111(b)(3)(H)5, respectively. If the power is not taken from large specified hydro or nuclear facilities, select 'no.'

**ARB ID**

Enter the facility or unit ARB ID number if the transaction aggregation is from a specified facility. You will need a separately reported transaction aggregation for each specified facility. If the transaction aggregation is unspecified, leave this field blank.

**Facility or Unit Name**

Enter the facility or unit name that corresponds with the ARB ID number. If the transaction aggregation is unspecified, leave this field blank.

Tab Labeled: WSP Sold to CA (MJRP & DWR)

This tab is for Wholesale Power Sold to California by MJRP. These transactions will be treated as power imported into CA. You cannot report power sold unless you have, first, reported the power as a purchase/take.

**Counterparty Name**

MJRPs enter the counterparty's name. Use the counterparty to aggregate your transactions.

**Units (MWh)**

Enter total megawatt hours (MWh) for the year for that aggregation of transactions

**FPOD**

Enter 'yes'. 'Yes' means you are the purchasing/selling entity at the first point of delivery in CA. These are the only kind of transactions you should be reporting in this tab, 'WSP Sold to CA'.

**Source Type**

Select specified or unspecified from the drop down menu.

**Origin/Destination**

Select Destination from the drop down menu. Origin is not an option.

**Geographic Region**

Select the region from the drop down menu. Since these transactions represent power you sold into California, the only destinations allowed are California, CAISO Real Time, or CAISO Forward Market. Since the CAISO Forward Market was not operational in 2008, there will be no transactions reported for this market during the 2009 reporting period.

**Null Power**

Select 'yes' or 'no' from the drop down menu to identify whether the power sold is null power or not. Null power is defined in the regulation as electricity from a renewable energy resource for which the WREGIS or NVTREC certificate has been unbundled and sold separately. Select 'yes' if the transaction is from a renewable resource and is null power. Select 'no' if the transaction is from a renewable resource and is NOT null power. You also select 'no' for

a transaction from a resource that is not renewable. You leave the field blank if the transaction is from an unspecified resource.

**ARB ID**

Enter the facility or unit ARB ID number if the transaction aggregation is from a specified facility. You will need a separately reported transaction aggregation for each specified facility. If the transaction aggregation is unspecified, leave this field blank.

**Facility or Unit Name**

Enter the facility or unit name that corresponds with the ARB ID number. If the transaction aggregation is unspecified, leave this field blank.

**Tab Labeled: WSP Sales Sold NOT to CA**

This tab is for Wholesale Power Sold by an MJRP to regions other than inside California. You cannot report power sold unless you have, first, reported the power as a purchase/take.

**Counterparty Name**

MJRPs enter the counterparty's name. Use the counterparty to aggregate your transactions.

**Units (MWh)**

Enter total megawatt hours (MWh) for the year for that aggregation of transactions

**Source Type**

Select specified or unspecified from the drop down menu.

**Origin/Destination**

Select Destination from the drop down menu. Origin is not an option.

**Geographic Region**

Select the region from the drop down menu. Since these transactions represent power you sold to regions other than inside California, your choices are PNW, PSW, or unknown.

**Null Power**

Select 'yes' or 'no' from the drop down menu to identify whether the power sold is null power or not. Null power is defined in the regulation as electricity from a renewable energy resource for which the WREGIS or NVTREC certificate has been unbundled and sold separately. Select 'yes' if the transaction is from a renewable resource and is null power. Select 'no' if the transaction is from a renewable resource and is NOT null power. You also select 'no' for a transaction from a resource that is not renewable. You leave the field blank if the transaction is from an unspecified resource.

**ARB ID**

Enter the facility or unit ARB ID number if the transaction aggregation is from a specified facility. You will need a separately

reported transaction aggregation for each specified facility. If the transaction aggregation is unspecified, leave this field blank.

**Facility or Unit Name**

Enter the facility or unit name that corresponds with the ARB ID number. If the transaction aggregation is unspecified, leave this field blank.

**Tab Labeled: Retail Sales Data**

This tab enables you to report your total retail sales to your total service territory for the report year; your retail sales to California customers, retail sales related to the electrification of shipping ports, truck stops, and motor vehicles; and retail sales to customers from specified renewable energy resources as part of a special renewable energy program.

**Sales Type**

Select the type of retail sales you are reporting from the drop down menu. Your choices are 'Service Territory Total Sales', 'California Total Sales', 'Electrification Sales Subset', or 'Renewable Energy Program Sales.'

**Units (MWh/year)**

When you select sales type 'Service Territory total Sales,' you enter your total retail sales to all the customers in your service territory as MWh per year. Since you are a multijurisdictional retail provider, your service territory will cover portions of multiple states. When you select 'California Total Sales', you enter your total retail sales to California customers only as MWh per year. When you select sales type 'Electrification Sales Subset', you enter the portion of your retail sales that went toward electrification in units of MWh per year. You can only report retail sales for electrification if you have metering that lets you track electrification related sales separately from other kinds of retail sales of power. Reporting of electrification sales is optional and not mandated. When you select sales type 'Renewable Energy Program Sales', you enter retail sales in MWh per year from each specified renewable resources that was dedicated to the program. You enter the ARB ID and facility name in the following two fields corresponding to specified resources dedicated to the program. Reporting on Renewable Energy Programs is optional and not mandatory.

**ARB ID**

Enter the facility or unit ARB ID number corresponding to the specified resources dedicated to your Renewable Energy Program. You will need a separately reported retail sales associated with each different specified facility in your program. If you are not reporting on a Renewable Energy Program, leave this field blank.

**Facility or Unit Name**

Enter the facility or unit name that corresponds with the ARB ID number. If you are not reporting on a Renewable Energy Program, leave this field blank.

Tab Labeled: Fac Ownership Data

This tab is for reporting certain information on facilities you fully or partially own.

**ARB ID**

Enter ARB ID numbers for all facilities that you fully or partially own. You get the ARB ID numbers from the list of facilities posted on our website at <http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep-power/ghg-rep-power.htm>

**Facility Name**

Enter the name of each facilities corresponding to the ARB ID number.

**Ownership Percentage**

Enter your ownership share for each facility as a percent. For example, if you own 75% of the facility, then enter '75%' and the cell will format to a percentage number.

**Is Net Power Generated > 1,100 lb CO<sub>2</sub>/MWh?**

Select 'yes' or 'no' from the pull down menu to indicate if emissions for the facility are greater than 1,100 lbs of CO<sub>2</sub> per MWh generated over the report year.

**Wholesale Sales from Out-of-State Facility to Out-of-State Entity (MWh/year)**

If you selected 'yes' indicating the facility has greater than 1,100 lbs of CO<sub>2</sub> per MWh, you may elect to enter wholesale sales in units of MWh per year that were made by you or on your behalf from the facility to counterparties located outside California if one of the two following conditions were met—(1) the power could not be delivered to you due to congestion or (2) you did not need the power for reasons not related to reducing greenhouse gas emissions responsibilities.

**Power Reduced by Decreased Demand (MWh/year)**

If you selected 'yes' indicating the facility has greater than 1,100 lbs of CO<sub>2</sub> per MWh, you may elect to enter the amount of power generation in MWh per year that was reduced as a result of your reduced demand for power.

12.5.4 CALIFORNIA DEPARTMENT OF WATER RESOURCES (DWR) TEMPLATE

Tab Labeled: WSP Imported (NonMJRP & DWR)

This tab is for Wholesale Power Imported into California when the final point of delivery is inside California.

**Counterparty Name**

DWR enters the counterparty's name. Use the counterparty to aggregate your transactions.

**Units (MWh)**

Enter total megawatt hours (MWh) for the year for that aggregation of transactions

**FPOD**

Select 'yes' from the drop down menu. 'Yes' means you are the purchasing/selling entity at the first point of delivery in CA. 'No' is not an option for DWR because you will only be reporting imports when you are the first deliverer.

**Source Type**

Select specified or unspecified from the drop down menu.

**Origin/Destination**

Select Origin from the drop down menu. Destination does not apply.

**Geographic Region**

Select the region you imported power from, from the drop down menu. You can select unknown as well.

**Native Load Stipulation**

Select 'No.' DWR does not report native load stipulations.

**Renewable Energy**

Select 'yes' or 'no' from the drop down menu to identify whether the import was from a renewable resource. If the resource is unspecified, you select 'no.'

**Null Power**

Select 'yes' or 'no' from the drop down menu to identify whether the power is null power or not. Null power is defined in the regulation as electricity from a renewable energy resource for which the WREGIS or NVTREC certificate has been unbundled and sold separately. Select 'yes' if the transaction is from a renewable resource and is null power. Select 'no' if the transaction is from a renewable resource and is NOT null power. You also select 'no' for a transaction from a resource that is not renewable. You leave the field blank if the transaction is from an unspecified resource.

**Large Hydro/Nuclear Stipulation**

If you selected 'yes' for renewable energy and the resource is a specified large hydro facility with nameplate capacity > 30 MW (and not a California eligible renewable resource) or the facility is a specified nuclear facility, you select Stipulation 1, 2, 3, 4, or 5-- whichever best describes the power—from the drop down menu. These stipulations correspond to regulation sections 95111(b)(3)(H)1, 95111(b)(3)(H)2, 95111(b)(3)(H)3, 95111(b)(3)(H)4, or 95111(b)(3)(H)5, respectively. If the power is not taken from large specified hydro or nuclear facilities, select 'no' or 'not

applicable.’ Either of these two choices has the same result and can be used interchangeably.

**ARB ID**

Enter the facility or unit ARB ID number if the transaction aggregation represents imports from a specified facility. You will need a separately reported transaction aggregation for each specified facility. If the transaction aggregation is unspecified, leave this field blank.

**Facility or Unit Name**

Enter the facility or unit name that corresponds with the ARB ID number. If the transaction aggregation is unspecified, leave this field blank.

**Tab Labeled: WSP Purchased from CA**

This tab is for Wholesale Power Purchased or Taken from inside California. Even though you report net generation for the facilities that you operate or have a full or partial ownership share, you still need to report the power you took from your facilities as a ‘purchase’ transaction before you can report wholesale sales of power from your fleet of facilities.

**Counterparty Name**

DWR enters the counterparty’s name. Use the counterparty to aggregate your transactions. You may be your own counterparty.

**Units (MWh)**

Enter total megawatt hours (MWh) for the year for that aggregation of transactions

**Source Type**

Select specified or unspecified from the drop down menu.

**Origin/Destination**

Select Origin from the drop down menu. Destination is not an option.

**Geographic Region**

Select the region from the drop down menu. Since these transactions represent power you purchase or take from inside California, the only regions of choice are California, CAISO Real Time, or CAISO Forward Market. Since the CAISO Forward Market was not operational in 2008, there will be no transactions reported for this market during the 2009 reporting period.

**Native Load Stipulation**

DWR selects ‘No.’ DWR does not designate native load.

**Null Power**

Select ‘yes’ or ‘no’ from the drop down menu to identify whether the power purchased/taken is null power or not. Null power is defined in the regulation as electricity from a renewable energy resource for which the WREGIS or NVTREC certificate has been unbundled and sold separately. Select ‘yes’ if the transaction is



from a renewable resource and is null power. Select 'no' if the transaction is from a renewable resource and is NOT null power. You also select 'no' for a transaction from a resource that is not renewable. You leave the field blank if the transaction is from an unspecified resource.

**Large Hydro/Nuclear Stipulation**

If the source of the power is a specified large hydro facility with nameplate capacity > 30 MW (and not a California eligible renewable resource) or the facility is a specified nuclear facility, you select Stipulation 1, 2, 3, 4, or 5-- whichever best describes the power—from the drop down menu. These stipulations correspond to regulation sections 95111(b)(3)(H)1, 95111(b)(3)(H)2, 95111(b)(3)(H)3, 95111(b)(3)(H)4, or 95111(b)(3)(H)5, respectively. If the power is not taken from large specified hydro or nuclear facilities, select 'no.'

**ARB ID**

Enter the facility or unit ARB ID number if the transaction aggregation is from a specified facility. You will need a separately reported transaction aggregation for each specified facility. If the transaction aggregation is unspecified, leave this field blank.

**Facility or Unit Name**

Enter the facility or unit name that corresponds with the ARB ID number. If the transaction aggregation is unspecified, leave this field blank.

**Tab Labeled: WSP Sold to CA (MJRP & DWR)**

This tab is for Wholesale Power Sold to California by DWR. These sales are power sold by DWR to entities located inside California. You cannot report power sold unless you have, first, reported the power as a purchase/take.

**Counterparty Name**

DWR enters the counterparty's name. Use the counterparty to aggregate your transactions.

**Units (MWh)**

Enter total megawatt hours (MWh) for the year for that aggregation of transactions

**FPOD**

Enter 'No'. FPOD is not applicable to DWR sales inside CA. You have already reported your imported power under the tab 'Wholesale Power Imported to CA.'

**Source Type**

Select specified or unspecified from the drop down menu.

**Origin/Destination**

Select Destination from the drop down menu. Origin is not an option.

**Geographic Region**

Select the region from the drop down menu. Since these transactions represent power you sold into California, the only destinations allowed are California, CAISO Real Time, or CAISO Forward Market. Since the CAISO Forward Market was not operational in 2008, there will be no transactions reported for this market during the 2009 reporting period.

**Null Power**

Select 'yes' or 'no' from the drop down menu to identify whether the power sold is null power or not. Null power is defined in the regulation as electricity from a renewable energy resource for which the WREGIS or NVTREC certificate has been unbundled and sold separately. Select 'yes' if the transaction is from a renewable resource and is null power. Select 'no' if the transaction is from a renewable resource and is NOT null power. You also select 'no' for a transaction from a resource that is not renewable. You leave the field blank if the transaction is from an unspecified resource.

**ARB ID**

Enter the facility or unit ARB ID number if the transaction aggregation is from a specified facility. You will need a separately reported transaction aggregation for each specified facility. If the transaction aggregation is unspecified, leave this field blank.

**Facility or Unit Name**

Enter the facility or unit name that corresponds with the ARB ID number. If the transaction aggregation is unspecified, leave this field blank.

**Tab Labeled: Fac Ownership Data**

This tab is for reporting certain information on facilities you fully or partially own.

**ARB ID**

Enter ARB ID numbers for all facilities that you fully or partially own. You get the ARB ID numbers from the list of facilities posted on our website at <http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep-power/ghg-rep-power.htm>

**Facility Name**

Enter the name of each facilities corresponding to the ARB ID number.

**Ownership Percentage**

Enter your ownership share for each facility as a percent. For example, if you own 75% of the facility, then enter '75%' and the cell will format to a percentage number.

**Is Net Power Generated > 1,100 lb CO<sub>2</sub>/MWh?**

Select 'yes' or 'no' from the pull down menu to indicate if emissions for the facility are greater than 1,100 lbs of CO<sub>2</sub> per MWh generated over the report year.

**Wholesale Sales from Out-of-State Facility to Out-of-State Entity (MWh/year)**

If you selected 'yes' indicating the facility has greater than 1,100 lbs of CO<sub>2</sub> per MWh, you may elect to enter wholesale sales in units of MWh per year that were made by you or on your behalf from the facility to counterparties located outside California if one of the two following conditions were met—(1) the power could not be delivered to you due to congestion or (2) you did not need the power for reasons not related to reducing greenhouse gas emissions responsibilities.

**Power Reduced by Decreased Demand (MWh/year)**

If you selected 'yes' indicating the facility has greater than 1,100 lbs of CO<sub>2</sub> per MWh, you may elect to enter the amount of power generation in MWh per year that was reduced as a result of your reduced demand for power.

**12.5.5 ASSET OWNING/CONTROLLING SUPPLIER TEMPLATE (AO/C Supplier)****Tab Labeled: AO-C Supp Purchased**

This tab is for reporting wholesale power purchases if your entity purchases power in amounts that exceed 10 percent of total power you sell. Since you sell all the power that your owned/controlled fleet of generators produce, the purchases you report in this tab represent power you purchased or took beyond that generated from you own fleet.

**Is Wholesale Power Purchased > 10% of Total Power Supplied?**

Select 'yes' or 'no' from the drop down menu to indicate if the wholesale power that your entity purchases is greater than 10 percent of the total wholesale power your entity sells. If you select 'Yes', you need to report your purchases. You will repeat the 'yes' answer for each of the aggregated power purchases that you report. If you select 'no', you do not need to report your purchases.

**Counterparty Name**

Enter the counterparty name for your aggregated power purchase. Use the counterparty to aggregate your transactions.

**Units (MWh)**

Enter total megawatt hours (MWh) for the year for that aggregation of transactions

**Source Type**

Select specified or unspecified from the drop down menu.

**Origin/Destination**

Select Origin from the drop down menu. Destination is not an option.

**Geographic Region**

Select the region from the drop down menu. Your choices include PNW, SW, CA, CAISO Real Time, CAISO Forward Market, and unknown. Since the CAISO Forward Market was not operational in 2008, there will be no transactions reported for this market during the 2009 reporting period.

**Null Power**

Select 'yes' or 'no' from the drop down menu to identify if the power purchased is null power or not. Null power is defined in the regulation as electricity from a renewable energy resource for which the WREGIS or NVTREC certificate has been unbundled and sold separately. Select 'yes' if the transaction is from a renewable resource and is null power. Select 'no' if the transaction is from a renewable resource and is NOT null power. You also select 'no' for a transaction from a resource that is not renewable. You leave the field blank if the transaction is from an unspecified resource.

**ARB ID**

Enter the facility or unit ARB ID number if the transaction aggregation is from a specified facility. You will need a separately reported transaction aggregation for each specified facility. If the transaction aggregation is unspecified, leave this field blank.

**Facility or Unit Name**

Enter the facility or unit name that corresponds with the ARB ID number. If the transaction aggregation is unspecified, leave this field blank.

**Tab Labeled: AO-C Supp Sold**

This tab is for reporting wholesale power sold from specified facilities if your entity purchases power in amounts that exceed 10 percent of total power you sell.

**Is Wholesale Power Purchased > 10% of Total Power Supplied?**

Select 'yes' or 'no' from the drop down menu to indicate if the wholesale power that your entity purchases is greater than 10 percent of the total wholesale power your entity sells. If you select 'Yes', you need to report your wholesale sales from specified facilities. You will repeat the 'yes' answer for each of the aggregated wholesale power sales that you report from specified facilities. If you select 'no', you do not need to report your sales.

**Counterparty Name**

Enter the counterparty name for your aggregated power purchase. Use the counterparty to aggregate your transactions.

**Units (MWh)**

Enter total megawatt hours (MWh) for the year for that aggregation of transactions

**Source Type**

Select 'specified' from the drop down menu. You are not required to report 'unspecified' sales.

**Origin/Destination**

Select Destination from the drop down menu. Origin is not an option.

**Geographic Region**

Select the region of Destination from the drop down menu. Your choices include PNW, SW, CA, CAISO Real Time, CAISO Forward Market, and unknown. Since the CAISO Forward Market was not operational in 2008, there will be no transactions reported for this market during the 2009 reporting period.

**Null Power**

Select 'yes' or 'no' from the drop down menu to identify if the power sold is null power or not. Null power is defined in the regulation as electricity from a renewable energy resource for which the WREGIS or NVTREC certificate has been unbundled and sold separately. Select 'yes' if the transaction is from a renewable resource and is null power. Select 'no' if the transaction is from a renewable resource and is NOT null power. You also select 'no' for a transaction from a resource that is not renewable. You leave the field blank if the transaction is from an unspecified resource.

**ARB ID**

Enter the facility or unit ARB ID number for the transaction aggregation for each specified facility.

**Facility or Unit Name**

Enter the facility or unit name that corresponds with the ARB ID number.